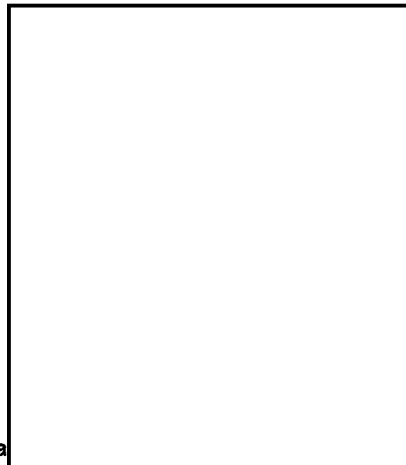


ROUTING AND TRANSMITTAL SLIP		Date
		9 Aug 82
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. All ER Personnel		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

FYI and particular attention to last 2 sentences of Para # 2.



*ER*  
*File*

DO NOT use this form as  
clearance

s, disposals,

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5 August 1982

MEMORANDUM FOR: Vice Chairman, National Intelligence Council

SUBJECT : Transmittal of Correspondence

Fred:

1. I need your assistance in reducing the amount of NIC/NIO-produced correspondence being handcarried to the DCI or DDCI. Recently that amount, already substantial, has increased considerably and now probably exceeds 70 percent.

2. Attached are previous memorandums I issued on the subject of handcarrying. The DCI is very specific that among my responsibilities is that of reviewing correspondence both in and out, insuring coordination, monitoring follow-up and suspenses and supplying references. Providing drop copies to Executive Registry (ER) does not substitute for routing papers through me. No one appreciates more than I that Mr. Casey wants things done quickly. If he personally asks that a paper be handcarried to him for discussion then, of course, it should be. But too many people are laboring under the misunderstanding--or using as an excuse--that "The DCI is waiting for this." To go through the Executive Secretariat adds but a few minutes. Just give ER special instructions if time is at a premium. (ER is open 0730 to at least 1830.)

3. Would you please remind the NIC that documents/correspondence for the DCI and DDCI are to be delivered only to ER (Room 7E-12). By so doing we can serve everyone better as well as reduce unnecessary flow of personnel in and out of the front office suites.



Executive Secretary

STAT

Attachments:

As stated

cc: SA/DCI  
EA/DDCI  
C/DCI/SS  
C/DDI Registry

Internal Distribution:

Orig - Adse:

1 - Each cc

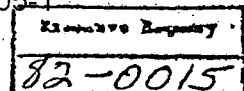
1 - ES Chrono

ER

cs (5 Aug 82)

L-213

STAT



ES 82-1

6 January 1982

MEMORANDUM FOR: See Distribution  
FROM : Executive Secretary  
SUBJECT : Transmittal of Correspondence  
REFERENCE : ES 81-2, dtd 15 June 1981

In view of the many recent organizational and personnel changes within CIA, I believe it appropriate to recirculate my attached memorandum of last June, subject as above. Will you please call it to the attention of your organizations and bear in mind we can all serve the Director, ourselves and the Agency better if we reduce handcarrying to the absolute minimum.

STAT

Attachment:  
As stated

## Distribution:

D/ICS  
Chm/NIC  
EXDIR  
DDI  
DDS&T  
DDA  
DDO  
GC  
IG  
Compt.  
D/Personnel  
D/OEA  
D/EEO  
C/CCS/ICS  
AO/DCI

## Internal Distribution:

✓ Orig - ES Chrono  
1 - Each as above  
1 - ER